



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	CPR Training Site		
<b>Policy Number:</b>	197	<b>Volume:</b>	Administration
<b>Approved By:</b>	Tom Jenkins	<b>Last Updated:</b>	March 2019
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### PURPOSE

The Rogers Fire Department (RFD) is designated as a BCLS Community Training Site (CTS) by the American Heart Association (AHA). This SOP is designed to establish operational guidelines for scheduling, planning, and conducting CPR classes through the RFD CTS. All CPR classes conducted by RFD will comply with the guidelines of the AHA.

### POLICY

Responsibilities of the Training Site:

- A. Require that its Affiliate Faculty, Instructor-Trainers, and Instructors maintain current AHA status.
- B. Require its Program Coordinator to be an Instructor
- C. Provide adequate training equipment and supplies to conduct these courses.

Responsibilities of the Program Coordinator (Captain – EMS/Training):

- A. Schedules special CPR classes, as requested.
- B. Maintains and preserves records of all classes and the activity of all Instructors, Instructor-Trainers, and Affiliate Faculty.
- C. Schedules Instructor classes, as needed.
- D. Coordinates the annual CPR training of department personnel.

Responsibilities of Affiliate Faculty:

- A. In conjunction with the Program Coordinator, schedules Instructor-Trainer courses.
- B. Participates in the annual AHA On-Site Review.
- C. Responsible for the administration of any applicable fees as outlined in this SOP.

Responsibilities of Instructor – Trainers and Instructors:

- A. Instructors are expected to conduct themselves in a professional manner reflecting the organization's mission, vision, values, rules and regulations.

- Adherence to written guidelines for instruction is a mandatory requirement. Instructors are to dress professionally while teaching all classes weather on or off Rogers Fire Department property.
- B. At no time may an instructor teach a class for only 1 individual unless prior authorization is obtained from the CTC Coordinator. Rosters submitted with only 1 student will not be processed.
  - C. Instructors are responsible for returning all class equipment, manikins etc to the storage place following classes. Classrooms must be cleaned up prior to leaving for the day.
  - D. Rosters are to be submitted within 15 days of classes. Rosters received dating more than 14 days post class will not be processed.
  - E. Rosters will be processed after hard copies and payment for cards is received.
  - F. Electronic submission is preferred and will expedite the processing of cards.
  - G. Rogers Fire Department is not responsible for any card misprints due to illegible handwriting on rosters.
  - H. Failure to submit complete course paperwork will result in rosters not being processed.
  - I. Students will not be permitted to take a recertification course without proof of current provider card.
  - J. Instructors shall expect a site visit from the Training Center Coordinator and or Training Center Faculty at anytime. Training Sites will be inspected for :
    - Proper manikins and equipment in working order
    - Adequate supply of manikins and equipment for classes (see instructor manual for guidelines)
    - Adequate space for conducting classes
    - Current copies of textbooks for students
    - Current copy of provider course DVDFailure to maintain required items above will result in termination of Training Site privileges.
  - K. Instructors who fail to provide current copies of instructor cards will be placed in an inactive file and will not be permitted to teach classes.
  - L. Instructors must maintain current provider cards in their instructor discipline.
  - M. Rogers Fire Department has the right to terminate any instructor agreement for non-adherence to above polices, failure to show for classes signed up to teach , tardiness and inappropriate conduct.
  - N. Sanitization of all equipment following every class.

### **Equipment:**

If the equipment is supplied by RFD for any class other than those that are regularly scheduled, the following will apply:

1. Instructors for these classes will be affiliated with the RFD CTC.

2. A fee may be charged for the instructors and/or for the cleaning, maintenance, and repair of the equipment.

Any fee that may be levied will be determined according to the current fee schedule by RFD Faculty and approved by the RFD Command Staff.

Scheduling of equipment shall be as follows:

1. All requests for equipment will go through the Training Division Office Assistant with a minimum of three days prior notice.
2. All equipment shall be picked up from and returned to the Training Division Office Assistant.
3. Equipment shall not be available for loan on any date of a previously scheduled RFD CPR class without prior approval of the CTC Program Coordinator.